

**GOVERNING BODY FOR  
BROOKLAND INFANT AND JUNIOR SCHOOLS**

**MINUTES OF THE MEETING HELD AT THE JUNIOR SCHOOL  
ON THURSDAY 13 JANUARY 2011**

**LA GOVERNORS**

- \* Councillor John Marshall
- \* Mr Leslie Sussman MBE
- Mr Erach Amaria
- 1 x vacancy

**PARENT GOVERNORS**

- \* Mrs Laura Bier (Infant, Vice Chair)
- \* Mr Jonathan Black (Infant)
- \* Mrs Zoe Rodwell (Infant)
- \* Mrs Sara Gibbins (Junior, Chair)
- \* Mr Gavin Millar (Junior)
- 1 vacancy (Junior)

**STAFF GOVERNORS**

- \* Mrs Shirley Dickinson (Infant Headteacher)
- Ms Heather Blackmore (Junior Headteacher)
- \* Ms Maria Chapman (Junior Support)
- \* Mrs Phil Mulvihill (Infant Support)
- \* Mr Simon Greenhouse (Junior Teacher)
- \* Ms Rebecca Grint (Infant Teacher)

**COMMUNITY GOVERNORS**

- \* Mr Samuel Clarke
- \* Miss Rachel Beard
- \* Mrs Christine Rafferty
- \* Mr Frank Kanter

**NON-VOTING OBSERVER**

- \* Ms Josie Olsen (DHT Infants)
- \* Mrs Jenny Aylen (DHT Juniors)

\*denotes member present

**IN ATTENDANCE**

Ms Trevena Champion (Clerk)

**Part I**

**11/01 WELCOME**

All Governors were welcomed to the Governing Body meeting, with a particular welcome to Maria Chapman who was attending her first Governors' meeting. The Deputy Headteachers of both schools were welcomed.

**11/02 ACCEPTANCE OR NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies had been received from Erach Amaria and the Junior Headteacher, Heather Blackmore, and these were accepted by the Governing Body.

**11/03 DECLARATION OF PECUNIARY INTEREST**

There were no declarations of any pecuniary interest in the current agenda.

**11/04 MINUTES**

The Part I minutes of the meeting held on 18 November 2010 were considered



10/126 Phil Mulvihill said that she would re-write the Junior staff report at item 10/126, and submit it to the clerk to substitute this section.

10/128 It was noted that a number of Governing Body memberships would run out in 2012, not 2011.

Subject to these corrections, the minutes were confirmed, initialled and signed.

11/05 **MATTERS ARISING**

a) 10/125 Admissions and Roll

The Infant Headteacher said that the annual pupil census, PLASC, would take place on Thursday 20 January. The last space in Reception had been offered the previous week. The Junior Deputy Headteacher said that she would check and confirm the number of spaces in the Junior school. Cllr Marshall said that he had contacted the Member for Education, Cllr Harper, who said that he had noted the schools' concern about the new LA admissions system.

b) 10/130 Attainment 2010

The Infant Headteacher said that the number of children in Foundation Stage achieving level 6+ had appeared to dip in 2010. This was related to an increase of almost 50% in the numbers registered with EAL. She added that some of these children were entering the school in Reception or later with very low level English language skills.

Also among the Reception children, 15 were on the SEN register at different stages. Governors were informed that if the SEN children's results were removed, the attainment would be in line with or exceed local and national attainment in all areas

The Infant Headteacher said that more children were reaching level 8+ than in previous years. She added that the process of moderating was continually being refined, so that it would give more accurate results. The School was supported in this by the Early Years Advisor from the LA, Carol de Rosa, and other aspects were now being included, such as behaviour and aptitude.

A Governor asked if the Headteacher had been surprised by the results. She responded that she had been, and had therefore researched the results as reported. The next major focus would be on writing.

c) 10/133 Governing Body Membership

The Chair said that she had seen Linda Lewis, the ex-Community Governor, and had made a presentation on behalf of the Governing Body.

d) 10/134 Governor visits to School: Protocol

The Chair clarified the advice regarding not taking formal notes during visits to school did not relate to meetings.



## 11/06 **REPORT OF THE INFANT HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book. The Infant Headteacher highlighted 2 items for Governors.

### a) **Sport for all**

Governors were informed that an 18 year old athlete had visited the school, and spoken inspiringly about his "journey to success".

### b) **Wonderwall**

In reply to a Governor's question, the Headteacher explained the Wonderwall poster initiative: this was a brightly coloured poster with a particular theme, which posed thought-provoking questions for children to think about. A poster was displayed for Governors: it was a resource purchased by the school, and came in a series.

The Chair thanked members of staff and the Parents' Association for their work on Fireworks night. The Infant Headteacher was thanked for her report.

## 11/07 **REPORT OF THE JUNIOR HEADTEACHER**

The report had been circulated in advance, and a copy filed in the Minute Book. In the Headteacher's absence, the Junior Deputy Headteacher delivered the report.

### a) **Staff**

Governors were informed that the new members of staff were settling in well, and that a very thorough mentoring system was in place which continued into the second year for NQTs.

### b) **Breakfast club**

The Chair said that the Breakfast Club had started well, and on behalf of the Governing Body, she thanked staff for their involvement.

The Chair also thanked the Parents' Association for organising the Winter Fair which had been very successful.

### c) **School closure**

Both schools had closed for one day in December 2010 because of a complete power failure, and the school suffered frequent problems with wiring and the power supply. The plant room wiring had been replaced, and the LA was investigating underlying problems with the supplier, EDF.

### d) **Sing-up**

Both schools had participated in the Sing-up activity, and had both won the Silver award. Both schools were congratulated and thanked for their work in achieving these awards.

The Junior Deputy Headteacher was thanked for delivering the report.



11/08 **STAFF GOVERNOR REPORT: INFANT SCHOOL**

Rebecca Grint gave the report. She said that the new see-through canopy for the Reception outdoor area was much appreciated by both children and parents. New outdoor play equipment, including a xylophone and a climbing wall, had been funded and chosen by the PA. The foundation stage and key stage 1 children had given separate Christmas productions, which had been very much enjoyed. Rebecca was thanked for the report.

11/09 **STAFF GOVERNOR REPORT: JUNIOR SCHOOL**

Simon Greenhouse gave the report. He said that the My Maths programme had been made available via the school website, for children to access from home, as part of the MLE (Managed Learning Environment). Children could do a Maths task, get the assessment, and then repeat the work to try and improve their score and their understanding. There was good scope for teachers to make use of differentiation when setting homework.

Simon added that the funding for the Sing-Up initiative would soon end, but Tania Lloyd, the Junior Assistant Headteacher and Music Leader, would continue to organise sing-up activities, which are very popular.

The new Junior Staff Support Governor, Maria Chapman, said that the SEN team had settled very well under the leadership of the new SENCO.

11/10 **SELF EVALUATION FORM (SEF): UPDATE**

The Junior School SEF had previously been updated and emailed to Governors. The Infant School SEF was almost ready to email to Governors. It was noted that the requirement to complete a SEF would be going from September 2011 but that the schools would continue to undertake a similar review and would be following Local Authority guidance when it is available.

11/11 **SCHOOL BUILDING WORKS: UPDATE**

**a) Infant & Nursery School building works:**

The Infant Headteacher said that she had attended the recent LA Planning meeting at Hendon Town Hall, when the school's planning application had been considered, and she was glad to report that it had been passed. The deadline for submission of tenders was mid-January.

Governors were informed that at the LA Planning public meeting, 4 written responses had been received from residents, and one resident attended the meeting. The application contained a number of positive comments by residents.

**b) Junior School building works:**

The Junior Deputy Head Teacher reported that the improvement and extension work on the paths continued; quite deep excavation was required to provide for firm foundations.



### **c) Correspondence**

An email from a local resident, Mr Ingram, commenting on the building work and safety issues was noted. The Infant Headteacher said that the first paragraph regarding "Safety" contained words attributed to her, which were not hers. It was agreed that the matters contained in the e-mail would be looked into by the Junior School, however it was noted that the staff were not aware that any hedges had been cut down during this work and no scaffolding had been used in this work.

## **11/12 REPORTS OF COMMITTEES**

**Communications** The committee had not met recently.

**Curriculum** The committee had not met recently.

**Finance** The committee would next meet on Tuesday 1 February 2011.

The Chair updated Governors on the following issues which had been discussed at the recent Chair & Vice-chairs meeting:

*Feedback on budget planning 2011/12* Governors were warned that by April 2011, a number of educational services, which had so far been provided free, would be converted into traded services, and would have to be purchased. Delegated funding would probably be reduced by 2%, but Standards Fund would be severely reduced, as would Capital funding. Because of their demographic, Brookland schools would probably not attract very much of the Pupil Premium funding. Governors were asked to think about proactive ways of improving the budgetary situation, for example by offering advertising space on the boundary adjoining the A406. Cllr Marshall said that this had been proposed before, and planning permission had been refused because of MOS (Metropolitan Open Space) restrictions. Forming a buying consortium with other schools was also mentioned, and this would be considered further.

A summary of the cuts already announced by the LA was given to Governors. The current LA School Improvement service would be transformed into a traded service called BPSI (Barnet Partnership for School Improvement) which would be included in the 2011/12 traded service offer. It would begin operating in April 2011 if a sufficient number of schools bought in.

**Personnel** A meeting date would be circulated in the near future.

**Premises and Health & Safety** The committee would meet on Monday 14 February 2010.

**Safeguarding and Personal Development** The committee would meet on Wednesday 19 January 2010.



## 11/13 SCHOOL TRAVEL PLAN

Correspondence A letter from a local resident, Mr Ingram, had been received earlier in the day by the Headteachers; it had been copied and handed to Governors.

Open Evening re Schools' Travel Plan Governors were reminded that the Brookland Schools had held an Open Evening on Wednesday 8 December 2010, to present details of the proposed building work in the Infant & Nursery School and discuss plans for tackling the traffic issues by both schools. Headteachers, the Chair of Governors, and other Governors had attended. More than 300 notices of the meeting had been hand-delivered to local residents and members of the school community, and these were delivered between Wednesday 1 December and 3.30pm on Friday 3 December. The Chair said that it was disappointing that only 7 people had attended, but good and constructive conversations had been held with all of these.

### Letter from local resident: response from Governing Body

The letter requested a meeting with the Governing Body to discuss the Travel Plan, and it was agreed that the Governing Body had already organised a public meeting which had taken place on 8 December 2010. 5 to 7 days notice of the meeting had been given, and the notices had been hand-delivered. It was not the intention of the Governing Body to hold another such meeting in the near future. The various issues raised in the letter were already being dealt with in different areas of the Travel Plan, and the Chair highlighted the plans to add a warning white line and a speed hump at the school exit/entrance. The Chair said that she would reply to the letter on behalf of the Governing Body.

**Action: Chair**

### Residents' forum

The Chair advised Governors that she had attended the Finchley and Golders Green Residents' Forum on 5 January 2011 in a private capacity but had responded to comments made at that meeting by Mr Ingram, who had raised concerns about length of time the process was taking and in particular why the white line at the end of the driveway had still not been painted.

### School travel plan addendum

The Chair advised Governors that as all the residents who had made contact with the school in response to the letters sent in December had now been spoken to, she would be meeting with the Head Teachers in the next few days to finalise the Travel Plan addendum, which would then be submitted to Barnet. Details of the proposals included in the addendum would be circulated to residents.

## 11/14 SECONDARY SCHOOL TRANSFER DISCUSSIONS: UPDATE

The Chair said that, on 10 January 2011, she had attended a meeting with the LA and Governors from neighbouring schools. They had discussed the implications of the decision of Christ's College Governing Body to continue the single-sex status of the secondary school. They agreed to write to the Headteacher and Chair of Christ's College, requesting a meeting to find out more background to the decision.

**Action: Local working group re secondary transfer**



At the LA meeting, the provision offered by Whitefields secondary school had also been discussed, and it was noted that the school become a Trust school in September, and was currently also considering Academy status. A further meeting with the Headteacher of Whitefields School had been planned, and Gavin Millar would attend with the Chair.

11/15 **ACADEMY STATUS**

The Chair had circulated in advance some helpful notes on Academy status from different sources. She said that she understood that most of the secondary schools in the borough were intending to seek academy status, but so far no primary schools had indicated interest.

A discussion followed about the advantages and disadvantages of Academy status. The main concerns shown by Governors were financial. A view emerged that, if the schools remained under the aegis of the LA, any major problems developing with the premises would be handled by the LA.

Cllr Marshall said that some grant-maintained schools would be glad to regain the freedom to develop as they thought best. Eventually, Governors agreed that a watching brief should be kept on the situation, and that, while there was no desire to be a pilot scheme, the Governing Body did not wish to be left behind if the proposition became more attractive.

It was **agreed** that, while no action would be taken at the present moment, the matter would be re-visited at the beginning of the summer term 2011.

***Action: Clerk, to next agenda***

11/16 **REPORT OF THE DIRECTOR OF CHILDREN'S SERVICE**

The Spring 2011 report had been circulated, and the following items were noted.

**1. Financial Management Standard in Schools (FMSIS) cessation**

It was agreed that compliance with FMSIS had resulted in best practice organisation of the schools' financial systems, which was a significant benefit, and the schools would continue to follow the systems that had been implemented.

**2. Pupil Place Planning**

The item, with its implications for the future, was noted.

**3. Barnet Partnership for School Improvement (BPSI)**

A comparative exercise would be undertaken by the Finance Committee when further details on the cost of this traded service were available. Views from other governors were invited.

***Action: Finance Committee***



#### **4. Development of the multi-agency support team**

The item was noted and delegated to the Safeguarding committee for further consideration.

***Action: Safeguarding Committee***

#### **5. Team around the setting**

The item was noted and delegated to the Safeguarding committee for further consideration.

***Action: Safeguarding Committee***

#### **6 .Preventing Exclusion Meetings**

The item was noted and delegated to the Safeguarding committee for further consideration.

***Action: Safeguarding Committee***

#### **7. Consultation on the future of Barnet Children's Centres**

The item was noted.

### **11/17 GOVERNING BODY MEMBERSHIP**

Parent Governor vacancy The Clerk said a Parent Governor election, for the Junior School vacancy, would begin on 20 January 2011. Governors agreed to arrange a morning and evening meeting for any interested parents to attend to find out more about the role. Governors were asked to advise the Chair of their availability so that meetings could be arranged.

***Action: Governors – to send Chair availability  
Chair - to arrange a suitable morning and evening meeting***

LA Governor vacancy The vacancy was listed with the appointing authority.

### **11/18 GOVERNOR SUPPORT AND DEVELOPMENT**

The course programme had been circulated, and it was noted that besides the training for new governors, there would be courses for Finance and Curriculum committee members. In the preceding term, individual Brookland Governors had attended courses on Equalities, SEN, and Safeguarding.

The Link Governors' briefing would be taking place on Wednesday 19 January 2011.

### **11/19 GOVERNOR VISITS TO THE SCHOOLS**

Governors had taken great pleasure in going to see assemblies at both schools throughout the Autumn Term, including the Christmas Assemblies, the Joint Festive Assembly, Music Assemblies and a Rock School assembly.

Frank Kanter had visited the Junior School in his role as the Curriculum link governor, meeting with the History co-ordinator and then seeing the Year 5 Egyptian Day in action. He had also met with the Junior School literacy co-ordinator.



Rachel Beard had visited the schools in her role as Numeracy link governor.

Zoe Rodwell had met Mr Kahn, the Gifted & Talented co-ordinator.

The Vice Chair had also met with Mr Khan in his capacity as Sports co-ordinator, and was given an update on the sports projects taking place in school. In addition she had met with the Junior School Modern Foreign Language co-coordinator and the PSHCE co-ordinator.

The timetable of each school had been circulated to Governors.

11/20 **ANY OTHER BUSINESS**

**1. Polling Day** Governors were informed that the school premises would be used as a polling station on the next polling day, Thursday 5 May 2011. Therefore the children would not be in school, but the staff would use this as an Inset day. The Chair asked the Headteachers to give parents advance warning as soon as possible but also to explain that this forced closure was being put to best use by incorporating the INSET day thereby avoiding a further day of closure. The Infant Headteacher said that she would include the information in the current week's newsletter.

***Action: Headteachers***

**2. Unauthorised Absence** The Infant Headteacher said that her weekly letter to parents would include a warning about unauthorised absence. The Clerk said she would get advice about the circumstances in which a child's place should be kept open at the school.

***Action: Infant Headteacher, Clerk***

11/21 **COMMITTEE MEETING DATES**

Finance – Tuesday 1 February  
Premises – Monday 14 February  
Safeguarding – Wednesday 19 January

11/22 **GOVERNING BODY MEETING DATES**

- Summer term (1) - Wednesday 11 May 2011 at 6.30pm
- Summer term (2) – Wednesday 6 July 2011 at 6.30pm

11/23 **MOTION OF CONFIDENTIALITY**

It was resolved that discussion be moved to Part II because of the confidential nature of the item.